

REQUEST FOR PROPOSALS

TALBOT COUNTY HISTORIC RESOURCES SURVEY – VILLAGES OF TILGHMAN, NEAVITT, NEWCOMB, AND ROYAL OAK

STATEMENT OF INTENT

The Talbot County Historic Preservation Commission in Easton, Maryland, seeks the services of an experienced and qualified architectural historian and/or historic preservation planner to document historic structures threatened by flooding and storm surge in the unincorporated villages of Tilghman, Neavitt, Newcomb, and Royal Oak in Talbot County.

PROJECT DESCRIPTION

The selected third-party consultant shall: (1) Complete Maryland Inventory of Historic Properties (MIHP) Survey Districts forms for each of the four pre-selected villages, and (2) Complete approximately 25 to 35 Hazard Mitigation Forms (recently developed by the Maryland Historical Trust) for individual structures located within the 500-year floodplain in the four villages. The budget for this grant-funded project shall not exceed \$40,000.

As shown on the attached village maps, staff at the Talbot County Department of Planning and Zoning have, using GIS analysis and SDAT data records, identified those structures constructed prior to 1950, those structures already documented through the Maryland Historical Trust, and the location of both the 100-year and 500-year flood zones in each of the four villages.

The selected third-party consultant shall be required to adhere to and follow the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, and the *Standards and Guidelines for Architectural and Historical Investigations in Maryland (2000)* as well as the *Standards for Submission of Digital Images (2015)*, which can be accessed through the Maryland Historical Trust's website from: http://mht.maryland.gov/research_mihp.shtml. The selected vendor should use whatever primary and secondary sources as is practicable to document said structures. These sources include, but are not limited to deeds, plat records, historic atlases and maps, orphans court records, church records, newspaper articles, postcards, photographs and oral interviews.

BACKGROUND

The Talbot County Historic Preservation Commission was first created by the Talbot County Council in 1985, and whose duties and responsibilities were most recently amended by Bill No. 1162 on April 4, 2009. The Commission consists of seven members, who by the requirements set forth in the *Talbot County Code* must have a special interest, knowledge or training in such fields as history, architecture, preservation, or urban design. The Commission receives part-time staff

support from Jeremy Rothwell in the Department of Planning and Zoning. In accordance with the *Talbot County Code* §24-14, the duties and functions of the Historic Preservation Commission are as follows:

- 1.) Identify and document historically and architecturally important structures outside of the incorporated municipalities of Talbot County. This includes evaluating the significance of both individual components of said structures, and the larger landscape in which said structures are located.
- 2.) The Commission may purchase architectural or land conservation easements on properties located within or adjacent to any county historic district with the approval of the property owner. To date, the Commission has not purchased any preservation or conservation easements.
- 3.) Pursuant to the provisions set forth in the *Talbot County Code* §190-108, the Commission shall make recommendations to the Planning Commission and County Council on the establishment of a county Historic Overlay District on individual structures and properties outside of the incorporated municipalities of Talbot County. To date, twenty (20) Historic Overlay Districts have been established in Talbot County. The Commission shall also review proposed alteration or additions to structures and properties within said Historic Overlay Districts to ensure compliance with the standards set forth in the before-mentioned section of the Code.

Following the passage of the National Historic Preservation Act of 1966, the Maryland Inventory of Historic Properties (MIHP) was created as a means to archive research and documentation related to architectural, archeological, and cultural resources of significance within Maryland. Since 1967, more than 1,200 dwellings, structures, bridges and vessels have been surveyed in Talbot County. While structures were surveyed throughout the County, most of the work to date has been concentrated within the incorporated municipalities (Easton, St. Michaels, Oxford, and Trappe), the water-oriented villages in the western half of Talbot County, and to the larger waterfront estates throughout the County.

STUDY AREA - VILLAGE OF TILGHMAN

The Village of Tilghman contains a total of 552 residential dwellings and 45 commercial structures of varying sizes. Of those, approximately 201 structures were built prior to 1950, according to data obtained from *MD Property View*. As only 30 of these structures have been formally documented through the Maryland Inventory of Historic Properties (MIHP), the significance of individual properties and the extent of a cohesive survey district are currently unknown. The entire village of Tilghman would be affected by Level 3 or 4 storm surge, as delineated on the attached map. Of the structures built prior to 1950, 58 are within the 100-year floodplain (Zone AE), while 67 are within the 500-year floodplain as shown on the attached map. Of these structures within the designated floodplains, only five (5) have been documented through the Maryland Inventory of Historic Properties (MIHP), leaving a total of 63 that have not been documented.

STUDY AREA – VILLAGE OF NEAVITT

The Village of Neavitt contains approximately 162 dwellings, approximately 72 of which were constructed prior to 1950 according to data from *MD Property View*. As only eleven (11) of these dwellings have been formally documented through the Maryland Inventory of Historic Properties (MIHP), the significance of individual properties and the extent of a cohesive survey district are currently unknown. Of the structures built prior to 1950, 15 are within the 100-year floodplain (Zone AE), while 32 are within the 500-year floodplain as shown on the attached map. Of these historic structures within the designated floodplains, only four (4) have been documented through the Maryland Inventory of Historic Properties (MIHP), leaving a total of 28 that have not been documented.

STUDY AREA – VILLAGES OF ROYAL OAK AND NEWCOMB

The Villages of Newcomb and Royal Oak (located immediately adjacent to each other) contain approximately 231 dwellings and 11 commercial or public buildings. Of those, approximately 85 were constructed prior to 1950 according to data from *MD Property View*. As only 23 of these dwellings have been formally documented through the Maryland Inventory of Historic Properties (MIHP), the significance of individual properties and the extent of a cohesive survey district are currently unknown. Of these structures built prior to 1950, ten (10) are within the 100-year floodplain (Zone AE), while sixteen (16) are within the 500-year floodplain as shown on the attached map. Of these historic structures within the designated floodplains, only four (4) have been documented by the Maryland Inventory Historic Properties (MIHP), leaving a total eleven (11) that have not been documented.

SCOPE OF WORK & TASKS

The Scope of Work includes the survey and documentation of historic resources and structures in the Villages of Tilghman, Neavitt, Newcomb, and Royal Oak. This includes the completion of the following tasks in two phases:

- 1.) In consultation with Maryland Historical Trust (MHT), prepare a research design which will include: a definition of the objectives and methodology for the Project; identification of the survey areas; description of expected results; and a preliminary plan for evaluating and registering resources identified through the Project. The research design will also include a review of existing bibliographic, photographic, and documentary material relevant to the Project.
- 2.) Following priorities established in the research design and in consultation with (MHT) and Talbot County Historic Preservation Commission (TCHPC) staff, conduct a field survey of resources in the villages of **Tilghman, Neavitt, Newcomb, and Royal Oak**. The survey will be based on evaluation standards and criteria set forth by the Maryland

Historical Trust. Sites will be surveyed according to their level of significance as determined by the research design and specific amounts of data will be keyed to each site's level of significance and importance.

3.) The Consultant will identify and define boundaries of an historic survey district, and complete a Maryland Inventory of Historic Properties (MIHP) survey district form for each of the four villages in accordance with Chapter IV of the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* as well as the *Standards for Submission of Digital Images* (2015). The forms will include: a capsule summary, current photographs, and two copies of a USGS map showing the location and boundaries of the districts. The Consultant will provide MHT with a hard copy of the MIHP forms and an electronic version consisting of the form and all supporting documentation in PDF format. The district form shall also include a chart listing all contributing and non-contributing structures in each village (with photographs for each contributing structure). Selective, representative, buildings should include more architectural description in the narrative portion of the form.

4.) The Consultant will utilize digital photography. Digital images must meet the exact requirements laid out in MHT's *Standards for Submission of Digital Images*. Prints processed by commercial processors do not, in most cases, meet the standards. Photographs (5"x7") will be placed in side-loading archival print holders. Digital images will be saved on a CD in both TIFF and jpeg formats.

5.) Following completion of survey district forms, the Consultant will develop a list of all resources within the 500-year floodplain in each of the four villages which appear to merit completion of individual MIHP forms. These recommendations will be presented to the TCHPC and MHT to select which resources will be documented using the MHT Hazard Mitigation Form. This selection of structures should be based upon a methodology developed by the selected consultant, and from input from the TCHPC. The TCHPC shall retain the final authority to approve which contributing structures are selected for further documentation.

6.) The Consultant shall prepare a final survey district report of the project that shall contain the following:

- a) Research Design
- b) Brief discussion of methodology utilized;
- c) Discussion of area of coverage for survey;
- d) Results of survey and location of survey data;
- e) A survey index of all properties surveyed under this Contract. The list will include: survey number, building name, specific address or location, and town.
- f) List of recommended sites considered eligible for listing in the National Register of Historic Places with recommendations for documentation and nomination;
- g) Location of final products;

- h) Recommendations for additional work;
- i) Evaluation of effectiveness of project; and
- j) Completed MHT Disbursement Request Form with all necessary financial documentation.

7.) The consultant shall document, using the MHT Architectural Survey Form for Hazard Mitigation (**attached as Appendix A**), approximately 25 – 35 resources listed on the recommended list as agreed upon by the Talbot County Historic Preservation Commission (TCHPC), and as permitted by the budget of the project. This form was recently developed by staff at the Maryland Historical Trust (MHT) for the purpose of evaluating the risk of individual historic structures to flooding and storm surge, and to make recommendations as to how said flooding can be mitigated for. The selected consultant shall only be required to complete those fields of the form related to the exterior of the structures.

DELIVERABLES

1. Digital copies of each MIHP Survey District Form, individual MIHP Form, and MHT Architectural Survey Form for Hazard Mitigation (in PDF format) completed as part of the project;
2. Three (3) hard copies of each MIHP Survey District Form, and MHT Architectural Survey Form for Hazard Mitigation, including all photographs, capsule summaries, and USGS maps, completed as part of the project;
3. Two (2) hard copies of a final survey district report and one PDF copy.
4. Digital copies (in an agreed upon format) of all presentation and meeting material which will be posted on the County's webpage;

SCHEDULE FOR PROJECT AND ASSIGNED TASKS

TASK	COMPLETION
Release of RFP	5/16/2016
RFP Due Date	6/13/2016
Interviews (if necessary)	6/17/2016
Notice to Proceed to Selected Consultant	6/20/2016
Completion of District Survey Forms	TBD
Review of Draft District Survey Forms w/TCHPC	TBD
Review of Individual Structures to be Surveyed as part of Phase II	TBD
Completion of MIHP and Hazard Mitigation Forms for individual Contributing Structures	TBD
Review of Draft MIHP and Hazard Mitigation Forms	TBD
Final Review of all completed forms	TBD
Presentation to County Council	TBD

Sealed bids MUST be delivered to:

Office of the Talbot County Manager
 Courthouse, South Wing
 11 North Washington Street
 Easton, MD 21601
June 13, 2016
By 1:00 p.m.

Envelopes MUST be marked: **"Bid No 16-05: Water-Oriented Villages Historic Resources Survey"** in the lower left corner.

** Proposals not received by the time and at the place indicated will not be considered.*

SUBMITTING PROPOSALS

The following should be included in the proposal:

- An original and eight (8) copies of the proposal,
- Contact names, phone numbers, and email addresses for the project manager(s) and all subcontractors.
- Resumes of all key personnel working on the project.
- A concise narrative and description explaining how and why the potential consultant(s) has the necessary experiences and technical knowledge to complete the assigned tasks as laid out in the Scope of Work section.
- Estimated costs for services to include the cost of completing MIHP forms for four (4) separate survey districts; and a per-building/form cost to complete the new MHT Architectural Survey Form for Hazard Mitigation.
- Hard or digital copies of at least one (1) MIHP form. Preference is given to those forms completed for districts located in rural villages or small towns in the Mid-Atlantic Region.
- Hard or digital copies of at least three completed MIHP forms (or an appropriate equivalent) for individual structure(s). Preference is given to those forms completed for structures located in rural villages in the Mid-Atlantic Region.
- At least three current references (more recent than five years) for each consultant(s) that will demonstrate that said individuals have the necessary skills and experience to document historic structures for hazard mitigation.
- A master schedule that includes milestones, reviews, and delivery dates as set forth in the Schedule of Assigned Tasks.

NOTES:

- a.) Failure to include all required information will render the proposal non-responsive.
- b.) Please return a "No Reply" form (Attachment B) to above-mentioned address if you are unable to provide a proposal.

EVALUATION AND AWARD CRITERIA

The selected vendor will have significant knowledge and expertise in the documentation of historic structures. To be considered, all potential vendors must meet the Professional Qualifications Standards as set forth in the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Federal Register 36CFR Part 61), as well as demonstrating experience in survey and the documentation of historic structures. The evaluation of submitted bids will be based upon combination of the qualifications of the applicant, projected costs, and the estimated ability of each applicant to efficiently complete the assigned tasks in a timely manner.

INQUIRIES CONCERNING THIS PROPOSAL

Please direct any questions or comments by email to:

Jeremy J. Rothwell, Planner
 Talbot County Department of Planning and Zoning
 215 Bay Street, Suite 2
 Easton, MD 21601
 Email: jrothwell@talbotcountymd.gov
 Telephone: 410-770-6879

*Talbot County reserves the right to accept or reject, in whole or in part, any and all proposals received in response to this **Request for Proposals**; to waive or permit cure of minor irregularities; and to conduct discussions with any or all qualified third-party consultants in any manner necessary to serve the best interests of the County. This **Request for Proposals** creates no obligation on the part of the County to award a contract.*

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation.

The selected consultant and any subconsultants must be Equal Opportunity Employers.

Talbot County Department of Planning and Zoning
 Jeremy J. Rothwell, Planner
 215 Bay Street, Suite 2
 Easton, MD 21601
 Phone: 410-770-6879
jrothwell@talbotcountymd.gov

Request for Proposal Summary

Project: Water-Oriented Villages Historic Resources Survey

Quote: MIHP Survey District forms for Four (4) Villages \$ _____

Per-Building Cost for Hazard Mitigation Form \$ _____

Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 1:00 p.m. on June 13, 2016

Office of the Talbot County Manager
 Courthouse, South Wing
 11 North Washington Street
 Easton, MD 21601

Envelopes MUST be marked: "**Bid No. 16-06 Water-Oriented Villages Historic Resources Survey**" in lower left corner.

Proposals not received by the time and at the place indicated will not be considered.

 Company Name

 Contact Name

 Telephone

 Signature

 Date

Your signature will guarantee the proposed production quote will be effective for 120 days.